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Georgia Department of Education Office of Administrative Services

Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

MEMORANDUM

T0:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of

Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section. State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

76-RM-1 - "Scheduling Procedures"
 82-RM-2 - "Finance and Fiscal Files Supplement"

3. 82-RM-4 - "Statewide Commons Supplement"

79-RM-1 - "State Records Services Handbook"



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE						
Application Date	Department of Education	Application Number						
	Office of Vocational Education Division of Vocational Program Managemen	 						
Application Number	Atlanta, Georgia	Date Received Date Completed						
		MAR 2 1981 MAR 1 1 1981						
2. Person to Contact Working Title Telephone N								
Ray Greeson	Regional Director	656–2550						
a. ☑ Establish Retention Schedule; record will continue to accumulate. b. ☐ Dispose of present accumulation; no further accumulation anticipated.								
c.	No Check One: ☐ Change; ☐ Superce 5. Records Series Title (followed by title used in office; if d							
1979 Present								
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Program Management provides direction, policies and procedures for development and delivery of Vocational Education; coordinates with local school systems and the federal government in all areas of vocational education including budget preparation; allocates grant funds and approves disbursement; provides technical assistance in program development; provides liaison and coordination in planning and management of vocational programs; recommends certification standards and staff development activities.								
7. Record Series Description	This file contains the following documents (include form n Attach samples of the file.	umbers and titles, if any):						
	veloping annual grant budgets for local pl ta from local applications.	lans by some of summarized						
Included are: Summaries of allocations, positions, equipment, position vacancies, salary schedules; copies of related policies and procedures.								
٠.								
File is arranged: Chronologically by Fiscal Year; thereunder alphabetically by Program area.								
8. Monthly Reference Rate How often are records referred to which are:								
One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;								
twenty-five months and older 9. Annual Rate of Accumulation	on of Records							
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify) 1-3 ring binder						

a. State Law						<u> </u>			
## Ind., where is 12 b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. C. Is this a vital record? d. Does the series contained in this eries sever audie? e. When one or two documents the fifter make it necessary to keep the entire file for a long period, could these documents be scheduled apprately? d. Does the series for contained in this series ever analyzed and/or recorded in a summarized report? v. If yes, attach copy. g. It the information contained in this series ever analyzed and/or recorded in a summarized report? v. If yes, attach copy. v. If ye	<u></u>			olumn)	···		1		
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